

Session 6:

Return of Title IV Funds

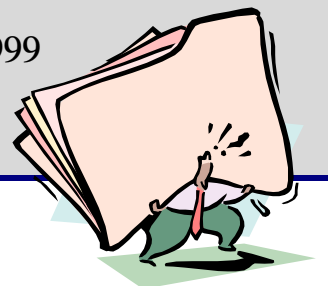
Session Objectives

After completing this session, you will be able to:

- ✓ identify the conditions under which a school may be required to return Title IV funds;
- ✓ describe regulatory return of Title IV funds requirements;
- ✓ describe institutional responsibilities and student responsibilities in the return of Title IV funds process;
- ✓ calculate the return of Title IV funds; *and*
- ✓ allocate returns to the appropriate Title IV programs.

Resources

- *The Blue Book*, Chapter 2
- *2001-2002 Student Financial Aid Handbook, Volume 2: Institutional Eligibility*, Chapter 6
- 34 CFR 668.22 and 668.43
- HEA, Section 484B
- January 7, 1999, Policy Bulletin, “*Calculating Institutional Refunds: What are Institutional Charges?*”
- DCL GEN-00-24
- DCL GEN-98-28
- Preamble to Notice of Proposed Rulemaking, August 6, 1999



Notes



Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name _____ Social Security Number _____

Date Form Completed ____/____/____ Date of the institution's determination that the student withdrew ____/____/____

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	_____	_____	5. Pell Grant	_____	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	_____	6. FSEOG	_____	_____
3. Perkins Loan	_____	_____	7. Other Title IV programs*	_____	_____
4. FFEL/Direct PLUS	_____	_____			

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ _____.

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ _____.

STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

• Withdrawal date ____/____/____ Payment period/period of enrollment start date ____/____/____ end date ____/____/____

• Percentage of payment period or period of enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on approved leaves of absence).

$$\frac{\text{completed days}}{\text{total days}} = \text{ } \%$$

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

C _____ %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)

$$\frac{\text{Box C}}{100} \% \times \text{Box B} = \text{D} \$ \text{_____}$$

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\text{Box D} - \text{Box A} = \text{E} \$ \text{_____}$$

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\text{Box A} - \text{Box D} = \text{F} \$ \text{_____}$$

12/29/99

Student's Name _____ Social Security Number _____

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees _____ Board _____ Other _____
 Room _____ Other _____ Other _____

Total Institutional Charges **G** \$ _____ .

H. Percentage of Title IV aid unearned (100% - Box C) **H** _____ . %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

_____ X _____ % = **I** \$ _____ .
 Box G Box H

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount. **J** \$ _____ .

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____	5. Pell Grant	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	6. FSEOG	_____
3. Perkins Loan	_____	7. Other Title IV programs	_____
4. FFEL/Direct PLUS	_____		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

_____ - _____ = **K** \$ _____ .
 Box F Box J

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return		Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____	5. Pell Grant	_____	x 50%=	_____
2. Subsidized FFEL/Direct Stafford Loan*	_____	6. FSEOG	_____	x 50%=	_____
3. Perkins Loan*	_____	7. Other Title IV programs	_____		
4. FFEL/Direct PLUS*	_____	(x 50% for grant funds)	_____		

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99



Treatment of Title IV Funds When a Student Withdraws from A Clock Hour Program

Student's Name _____ Social Security Number _____

Date Form Completed ____/____/____ Date of the institution's determination that the student withdrew ____/____/____

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	_____	_____	5. Pell Grant	_____	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	_____	6. FSEOG	_____	_____
3. Perkins Loan	_____	_____	7. Other Title IV programs*	_____	_____
4. FFEL/Direct PLUS	_____	_____	*Do not include FWS.		

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment A \$ _____

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment B \$ _____

STEP 2: Percentage of Title IV Aid Earned

C. • Withdrawal date ____/____/____

- Percentage of payment period or period of enrollment completed

Calculation 1 - Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment $\frac{\text{completed hours}}{\text{total hours}} = \text{_____ \%}$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 - Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew. $\frac{\text{completed hours}}{\text{scheduled to complete}} = \text{_____ \%}$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

*Excused absences do NOT count as completed hours. $\frac{\text{scheduled to complete}}{\text{total hours}} = \text{_____ \%}$ C _____ . _____ \%

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) $\frac{\text{Box C}}{\text{Box B}} = \text{_____ \%}$ D \$ _____ . _____

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

12/29/99

Student's Name _____ **Social Security Number** _____

STEP 4: Total Title IV Aid to be Disbursed or Returned: Continued

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\boxed{} - \boxed{} = \text{E } \$ \boxed{}.$$

F. Title IV aid to be returned. Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\boxed{}_{\text{Box A}} - \boxed{}_{\text{Box D}} = \textbf{F}\$ \boxed{}.$$

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees	_____	Board	_____	Other	_____
Room	_____	Other	_____	Other	_____

Total Institutional Charges **G** \$.

H. Percentage of Title IV aid unearned (100% - Box C)

H	.	%
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I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H). X % =

$$\boxed{} \times \boxed{\%} = \textbf{I \$ } \boxed{} .$$

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$.

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____	5. Pell Grant	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	6. FSEOG	_____
3. Perkins Loan	_____	7. Other Title IV programs	_____
4. FFEL/Direct PLUS	_____		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F). $\boxed{} - \boxed{} =$

K \$ _____.

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return	Initial Amount to Return	Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____		
2. Subsidized FFEL/Direct Stafford Loan*	_____		
3. Perkins Loan*	_____		
4. FFEL/Direct PLUS*	_____		
		5. Pell Grant _____ x 50%= _____	
		6. FSEOG _____ x 50%= _____	
		7. Other Title IV programs _____	
		(x 50% for grant funds)	

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99

Return of Title IV Funds Software

R2T4 software has been developed to assist schools in performing return of Title IV aid calculations. The software, along with reference materials and user guides, can be downloaded from ED's SFA download Web site at <http://sfadownload.ed.gov>.

Key Concepts

Title IV recipient -A student who has actually received Title IV funds or has met the conditions that entitle him or her to a late disbursement; also an individual who benefits from a PLUS Loan.

Date of institution's determination that a student withdrew- The point in time when a school can reasonably be expected to be aware that a student withdrew. This date is not necessarily the same as a student's withdrawal date.

Payment period-The definition of a payment period for return of Title IV funds purposes is the definition found in 34 CFR 668.4 that is used for other Title IV purposes. For example, for a credit hour program, where the program is measured in semesters, trimesters, quarters, or other academic terms, the payment period is the semester, trimester, quarter, or other academic term.

The following applies to a nonterm credit-hour or clock-hour program that is one academic year or less:

- ◆ The first payment period is the period of time in which the student completes the first half of the program as measured in credit or clock hours *and*
- ◆ The second payment period is the period of time in which the student completes the second half of the program as measured in credit or clock hours (also see the chart on page on next page).

Payment Periods for Nonterm Credit-Hour Programs and All Clock-Hour Programs Longer Than One Academic Year				
Program Length	First and Subsequent Full Academic Years		Remaining Portion Less Than a Year	
	1 st Payment Period	2 nd Payment Period	1 st Payment Period	2 nd Payment Period
Multiples of a full academic year	Period of time in which a student completes the first half of the academic year	Period of time in which a student completes the second half of the academic year	N/A	N/A
Longer than an academic year, remainder shorter than or equal to one-half an academic year	Period of time in which a student completes the first half of the academic year	Period of time in which a student completes the second half of the academic year	Period of time in which a student completes the remainder of the program	N/A
Longer than an academic year, remainder shorter than an academic year, but longer than half an academic year	Period of time in which a student completes the first half of the academic year	Period of time in which a student completes the second half of the academic year	Period of time in which the student completes the first half of the remainder of the program	Period of time in which a student completes the second half of the remainder of the program

Period of enrollment-The academic period established by a school for which institutional charges are generally assessed.

Title IV aid disbursed—Funds a school credits a student’s account or pays directly to a student or parent. These funds include Title IV funds received from ED, FFEL funds received from a lender, or institutional funds labeled as Title IV funds in advance of receiving actual Title IV funds.

Title IV aid that could have been disbursed-Funds for which a student has met the conditions of a late disbursement, not including Title IV funds the student was not otherwise eligible for at the time he or she withdrew.

Withdrawal Date-The date a student stopped attending school. This date is determined by a school according to regulatory requirements, and how it is determined is based on whether or not the school is required to take attendance.

(Also see the chart on withdrawal dates on the next page.)

[illegible]

Withdrawal Dates for a School Not Required to Take Attendance

Withdrawal Type	Circumstance	Withdrawal Date ¹	Date of the School's Determination That the Student Has Withdrawn ²
Official Notification	<p>The student begins the school's withdrawal process.</p> <p>The student otherwise provides official notification to the school of intent to withdraw.</p>	<p>The date the student begins the school's withdrawal process.</p> <p>The date the student otherwise provides the notification.</p> <p>If both circumstances occur, use the earlier date.</p>	<p>Later of the student's withdrawal date or</p> <p>the date of notification.</p>
Official Notification Not Provided	<p>Official notification not provided by the student because of circumstances beyond the student's control.</p> <p>All other instances where student withdraws without providing official notification.</p>	<p>The date the school determines is related to the circumstances beyond the student's control.</p> <p>The midpoint of the payment period or period of enrollment, as applicable.</p>	<p>The date the school becomes aware that the student has ceased to attend.</p>
Leave of Absence Related	<p>The student does not return from an approved leave of absence.</p> <p>The student takes an unapproved leave of absence.</p>	<p>The date the student began the leave of absence.</p>	<p>The earliest of the date of the end of the leave of absence or the date the student notifies the school that he or she will not be returning to the school.</p> <p>The date the student began the leave of absence.</p>
Withdrawal After Rescission of Official Notification	<p>The student withdraws after rescinding a previous official notification of withdrawal.</p>	<p>The student's original withdrawal date from the previous official notification.</p>	<p>The date the school becomes aware that the student did not, or will not, complete the program period or period of enrollment.</p>

1. In place of the dates listed, a school may always use as a student's withdrawal date the student's last date of attendance at an academically related activity, if the school documents that the activity is academically related and that the student attended the activity.
2. For a student who withdraws without providing notification to the school, the school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) payment period or period of enrollment (as appropriate), (2) academic year, or (3) educational program.

Clock hours completed vs. clock hours scheduled to be completed-The percentage of Title IV aid earned is based on completed clock hours or, in some cases, scheduled clock hours at the time the student withdrew.

Students who complete at least 70 percent of their scheduled hours before withdrawing earn Title IV funds based upon their total scheduled hours for the time they were enrolled, rather than the actual hours completed. If the percentage of scheduled hours completed is less than 70 percent, clock hours completed must be used (See Examples below and on the next page).

Example: A student withdraws after completing 220 hours in a 450 clock-hour payment period. The student was scheduled to complete 270 hours of the program at the time he or she withdrew.

Step 2: Percentage of Title IV Aid Earned

C. Withdrawal date _____

Percentage of payment period or period of enrollment completed

Calculation 1 – Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment.

$$\frac{220 \text{ (completed hours)}}{450 \text{ (total hours)}} = 48.9\%$$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 – Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew.

$$\frac{220 \text{ (completed hours)}}{270 \text{ (scheduled to complete)}} = 81.5\%$$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

***Excused absences do NOT count as completed hours.**

$$\frac{270 \text{ (scheduled to complete)}}{450 \text{ (total hours)}} = 60\%$$

C **60%**

Example: A student completed 220 hours in a 450 clock-hour payment period. The student was scheduled to complete 340 hours at the point of withdrawal.

Step 2: Percentage of Title IV Aid Earned

C. Withdrawal date _____

Percentage of payment period or period of enrollment completed

Calculation 1 – Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment.

$$220 \text{ (completed hours)} / 450 \text{ (total hours)} = 48.9\%$$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 – Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew.

$$220 \text{ (completed hours)} / 340 \text{ (scheduled to complete)} = 64.7\%$$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3.

If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

*Excused absences do NOT count as completed hours C 48.9%

Earned aid-The amount of aid a student is eligible to receive as calculated by the school based on the student's attendance. May or may not include amounts already disbursed.

Unearned aid-The amount of aid a student has not earned, as calculated by a school for the return of Title IV funds. This may or may not include amounts already disbursed.

Amount of Title IV aid earned-The amount of Title IV aid earned is determined by multiplying the percentage of the payment period or period of enrollment a student completed by the total amount of aid that was disbursed and that could have been disbursed.

Post-withdrawal disbursement-When the amount of aid that is earned by a student for the payment period or period of enrollment exceeds the amount of aid that was disbursed by a school, the student is due a post-withdrawal disbursement.

Example: If the student completed 50% of the payment period (Step 2 on the worksheet) and the total amount of aid that was disbursed plus aid that could have been disbursed was \$2,000, the amount of Title IV aid earned by the student is \$1,000.

- ◆ If the amount of aid disbursed was \$500, the student is due a post-withdrawal disbursement (\$500).
- ◆ If the amount of aid disbursed was \$1,500, then Title IV aid must be returned to the appropriate programs.

Post-Withdrawal Disbursement Tracking Sheet

Student's Name _____ **Social Security Number** _____

Amount of Post-Withdrawal Disbursement

A. Amount from Box E of "Treatment of Title IV Funds When a Student Withdraws" Worksheet

A \$ _____ .

Post-Withdrawal Disbursement Credited to Student's Account

B. Total outstanding charges on student's account

B \$ _____ .

C. Total amount of post-withdrawal disbursement credited to student's account

- Amount of post-withdrawal disbursement credited for tuition, fees, room and board (if student contracts with the institution) \$ _____
- Amount of post-withdrawal disbursement credited for other current charges + \$ _____
- Amount of post-withdrawal disbursement credited for minor prior year charges + \$ _____

Total Amount Credited to Account **C** \$ _____ .

D. Student and/or parent authorization to credit account for other current charges or minor prior year charges (if necessary) obtained on ____ / ____ / ____

E. If a post-withdrawal disbursement of loan funds is credited to account, date of notification to student and/or parent ____ / ____ / ____

Post-Withdrawal Disbursement Offered to Student/Parent

F. Total amount of post-withdrawal disbursement (Box A) – amount of post-withdrawal disbursement credited to student's account (Box C) = Total amount to offer to student/parent

F \$ _____ .

G. Notification sent to student and/or parent on ____ / ____ / ____

H. ☐ Response received from student/parent on ____ / ____ / ____

☐ Response not received

I. Amount accepted

I \$ _____ .

J. Accepted funds sent on ____ / ____ / ____

Post-Withdrawal Disbursement Made From

Pell Grant	_____	Subsidized FFEL/Direct Stafford Loan	_____
FSEOG	_____	Unsubsidized FFEL/Direct Stafford Loan	_____
Other Title IV programs (grants)	_____	Perkins Loan	_____
		FFEL/Direct PLUS	_____
		Other Title IV programs (loans)	_____

12/29/99

Institutional charges- Charges assessed by a school for tuition and fees, room and board contracted with the school, and other charges assessed by the school. Books, supplies, and equipment are considered institutional charges if there is no real and reasonable opportunity to buy the books, supplies, or equipment from a source other than the institution.

Example: The amount of Title IV aid that was disbursed is \$2,500 (Step 1, Box A). All aid that could have been disbursed was disbursed \$2,500 (Step 1, Box B). The student has earned 45 percent of Title IV Aid (Step 2, Box C). The student has earned \$1,125 (Step 3, Box D). The amount of aid to be returned is \$1,375 (Step 4, Box F).

Step 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees	<u>\$2,000</u>	Board	<u>\$500</u>	Other	
Room		Other		Other	
Total Institutional Charges					G. \$2,500

H. Percentage of Title IV aid unearned (100% - Box C)

H. 55%

I. Multiply institutional charges for the payment period or period of enrollment (Box G) time the percentage of Title IV aid unearned (Box H). $\$2,500 \text{ (Box G)} \times 55\% \text{ (Box H)} = \$1,375$

I. \$1,375

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount

J. \$1,375

Percentage of Title IV aid unearned-To determine the percentage of unearned aid subtract the percentage of earned aid from 100 percent. To determine the amount of unearned aid due from the school, multiply the institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

Example: A student received Pell Grant funds (\$1,000), a subsidized Direct Loan (\$700), an Unsubsidized Direct Loan (\$500), and a Perkins Loan (\$1,000). \$2,500 is due to be returned by the school.

Step 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	\$ 500	5. Pell Grant \$ 300
2. Subsidized FFEL/Direct Stafford Loan	\$ 700	6. FSEOG
3. Perkins Loan	\$1,000	7. Other Title IV programs
4. FFEL/Direct PLUS		

Example: It is determined that the amount of aid to be returned is \$2,500 (Step 4), and the amount calculated to be returned by the school is \$1500 (Step 5). The amount to be returned by the student is \$1,000 (Step 7, \$2,500 - \$1,500 = \$1,000). The amount to be returned consists of \$500 in loan funds and \$500 in grant funds. (See Step 8 from the worksheet below.)

Step 8: Return of Funds by the STUDENT

The student (or parent for a PLUS Loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for School to Return	Initial Amount to Return	Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan	\$ 500	5. Pell Grant \$500	X 50% = \$250
2. Subsidized FFEL/Direct Stafford Loan		6. FSEOG	X 50% =
3. Perkins Loan		7. Other Title IV Programs	
4. FFEL/Direct PLUS		(X 50% for grant funds)	

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

Student Withdrawal/Overpayment Referral to ED Collections

*In referring overpayments to ED, the institution must provide all the information requested
Also, each referral must be typed and submitted on institutional letterhead.*

PART 1. Student Information

Name(s): _____ Social Security Number(s): _____ Date of Birth: _____
Address(es): _____ Telephone Number(s): _____

PART 2. Parent/Spouse Information

Name(s): _____ Social Security Number(s): _____
Address(es): _____ Telephone Number(s): _____

PART 3. Disbursements and Repayments

1. Name of aid program(check all that apply) : Federal Pell ☐ FSEOG ☐
2. Total amounts disbursed: \$ _____
 - a. Amount credited to tuition account: \$ _____
 - b. Amount disbursed in hand: \$ _____
3. Dates of disbursement(s): **It is critical that the school enter the exact same dates it used when creating the initial NSLDS record.** _____
4. Date notice of overpayment was mailed or should have been mailed to the student: _____
4. Costs incurred by student: \$ _____
5. Initial amount of overpaid: \$ _____
6. Total amount of debt repaid to institution: \$ _____
7. Date of last payment to institution, if any: _____
8. Total amount being referred: (For FSEOG, enter the federal share only, unless the institution uses fund-specific matching. If so, report both the federal and institutional share.) \$ _____

PART 4. Other Required Information

Award Year of Overpayment: _____
Student Education Costs: _____
Name and Telephone Number of Institutional Contact: _____
Pell Identification Number of Institution: _____

PART 5. Detailed Explanation of Reason for Overpayment

Each account reported to ED *must* contain a detailed explanation.

**FORWARD THE
REFERRAL
INFORMATION TO:**

**U.S. Department of Education
Student Financial Assistance Programs
c/o Student Loan Processing Center
Program Overpayments
P.O. Box 4157
Greenville, Texas 75403**

Test Your Knowledge

True or False

1. The definition of earned aid is the amount of aid that the student has received from Federal Work-Study.
2. A Title IV recipient is a student who has applied for Title IV funds.
3. Title IV aid disbursed is the amount of funds that the school credits to a student's account or pays directly to the student or parent with Title IV funds.
4. The return of Title IV aid requirements do not apply if the school does not assess any charges to the student.
5. The date of determination that a student withdrew and the student's withdrawal date is the same date.
6. A school cannot grant a LOA that exceeds more than 180 days in any 12-month period.
7. The procedure for determining the date a student withdrew is the same for all schools.

Answers to Test Your Knowledge.

1. False – Earned aid is the amount of aid the student is eligible to receive as calculated by the school based on the student's attendance. FWS is not include in R2T4 calculation.
2. False – A Title IV recipient is a student who has received Title IV funds.
3. True
4. False – The return of Title IV funds still apply even if the school does not assess any charges to the student
5. False – The date of determination that a student withdrew and the actual withdrawal date can be different.
6. True
7. False – The procedure for determining the date a student withdrew is different depending on if the school is required to take attendance.

Case Study 1: Jessica Rabbitt, Failing Freshman

Clever Community College (CCC)

School Information:

- ◆ Two-year, public, nonresidential, credit-hour institution
- ◆ Academic Year/Program: 2 semesters/30 weeks
- ◆ Period: 15 weeks/106 calendar days
- ◆ Period Start Date: September 4
- ◆ Period End Date: December 18
- ◆ 5 Consecutive Day Break: No (no Sat. – Sun. classes)
- ◆ Required to Take Attendance: No
- ◆ Student has authorized CCC to credit account for other charges: Yes
- ◆ Health Insurance Fee: Required and remains in effect only for the enrollment period
- ◆ Text Books: Campus or local book store

Clever Community College Jessica Rabbitt

Student Account
Student Number – 111-00-1234

Date	Item	Amount	Balance
8/01/01	Tuition and Fees (FT)	\$ 1,500.00	\$ 1,500.00
8/01/01	Health Insurance	\$ 150.00	\$ 1,650.00
8/25/01	Federal Pell Grant	\$ (1,562.50)	\$ 87.50
8/25/01	CCC Scholarship	\$ (500.00)	\$ (412.50)
9/03/01	Bookstore	\$ 345.50	\$ (67.00)

Clever Community College (CCC)
Financial Aid Office
Financial Aid Award Letter

Jessica Rabbitt
1234 Animal Lane
Foxhole, MS 12124

July 25, 2001
SSN: 111-00-1234

You have been awarded the following financial aid package for 2001-2002 to attend Clever Community College. Accept or decline each award listed by indicating with an (X). Sign and date one copy of this letter and return it to the Financial Aid Office by August 5, 2001.

Award	Amount	1 st Disb.	2 nd Disb.	Accept	Decline
Federal Pell Grant	\$3,125.00	\$1,562.50	\$1562.50	()	()
CCC Scholarship	\$1,000.00	\$ 500.00	\$ 500.00	()	()

Total Estimated Award \$4,125.00

Signature

Date

Case Study 1: Jessica Rabbitt

Ten days before the first day of classes for the fall semester, Jessica received the first disbursements to her student account. She purchased her books at the Clever Community College (CCC) bookstore on September 3. She began attending classes the next day.

On October 8, Jessica came by your office to advise you that she doesn't think she is doing very well and is considering dropping out prior to November 1, the last day to withdraw from classes without academic penalty. To help her make a decision, she requests information on the withdrawal process. The semester ends December 18. You ask her to set an appointment to see you later in the week, on October 12.

When Jessica comes to see you on October 12, she confesses that the last class she attended was on September 30. Because she doesn't see how she can get caught up on the work she's missed, she is now adamant about withdrawing. So, you give her instructions on completing the college's official withdrawal process and advise her where she can get the appropriate form. You remind her that the school's policy is that the date of withdrawal is the date the student turns in the signed form (which she does on October 15).

Now you need to perform a return of Title IV funds calculation. Use the worksheets provided.

September 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name _____ Social Security Number _____
 Date Form Completed ____/____/____ Date of the institution's determination that the student withdrew ____/____/____
 Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed	Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
3. Perkins Loan	_____	_____	_____	_____
4. FFEL/Direct PLUS	_____	_____	_____	_____
5. Pell Grant	_____	_____	_____	_____
6. FSEOG	_____	_____	_____	_____
7. Other Title IV programs*	_____	_____	_____	_____

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment A \$ _____.

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment B \$ _____.

STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

• Withdrawal date ____/____/____ Payment period/period of enrollment start date ____/____/____ end date ____/____/____

• Percentage of payment period or period of enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on approved leaves of absence).

$$\frac{\boxed{\text{completed days}}}{\boxed{\text{total days}}} = \boxed{\text{percentage}} \%$$

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C. C _____ %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) D \$ _____.

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item E. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\boxed{\text{Box D}} - \boxed{\text{Box A}} = \text{E } \$ \boxed{\text{_____}}$$

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\boxed{\text{Box A}} - \boxed{\text{Box D}} = \text{F } \$ \boxed{\text{_____}}$$

12/29/99

Student's Name _____ Social Security Number _____

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees _____ Board _____ Other _____
 Room _____ Other _____ Other _____

Total Institutional Charges **G** \$ _____ .

H. Percentage of Title IV aid unearned (100% - Box C)

H _____ . %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

_____ x _____ % = **I** \$ _____ .
 Box G Box H

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$ _____ .

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____	5. Pell Grant	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	6. FSEOG	_____
3. Perkins Loan	_____	7. Other Title IV programs	_____
4. FFEL/Direct PLUS	_____		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

_____ - _____ = **K** \$ _____ .
 Box F Box J

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return		Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____	5. Pell Grant	_____	x 50%=	_____
2. Subsidized FFEL/Direct Stafford Loan*	_____	6. FSEOG	_____	x 50%=	_____
3. Perkins Loan*	_____	7. Other Title IV programs	_____		
4. FFEL/Direct PLUS*	_____	(x 50% for grant funds)			

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99

Analysis of Case Study 1: Jessica Rabbitt

The first step is to decide on the date of the school's determination that Jessica withdrew. The date of the school's determination of withdrawal is the date you were advised by Jessica that she had decided to withdraw. On the earlier date, October 8, she was only thinking about withdrawing. Date of the school's determination that the student withdrew is October 12. Next, complete Step 1: Student's Title IV Aid Information of the return of Title IV funds worksheet. Clever Community College (CCC) is on the semester system, so the period used for calculation is the payment period.

Step 1: Student's Title IV Aid Information

- A. Although Jessica also received a disbursement of institutional aid, only Title IV aid is considered in the return of funds calculation.

Federal Pell Grant \$1,562.50

A. Title IV aid disbursed = \$1562.50

Because all of Jessica's Title IV aid was disbursed, the amount of Title IV aid that could have been disbursed is \$0.

B. Title IV aid disbursed plus Title IV aid that could have been disbursed = \$1,562.50

Step 2: Percentage of Title IV Aid Earned

- ◆ Withdrawal date is October 12: Since CCC is not required by an outside entity to take attendance, the withdrawal date is the date Jessica provided official notice of intent to withdraw—October 12. (Note: Jessica signed and submitted the withdrawal form October 15. The school's policy that the withdrawal date is the date the student turns in the signed withdrawal form is superseded by federal requirements for a student receiving Title IV aid.) Although Jessica stopped attending classes on September 30, she didn't notify you until October 12. When she came to see you on October 8, she was only thinking about withdrawing.
- ◆ The payment period start date is September 4.
- ◆ The payment period end date is December 18.
- ◆ The percentage of payment period completed for this credit-hour school is calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. The number of calendar days completed in the payment period equals 39 calendar days.
- ◆ Because the semester does not include a scheduled break of 5 or more consecutive days, all of the calendar days in the period from September 4 to December 18 are counted. Number of calendar days in the payment period equals 106 calendar days.

39 days/106 days = .3679, rounded to .368, or 36.8%.
 The percentage of payment period completed equals 36.8%

- C. Percentage of payment period completed (36.8%), up to and including 60%; otherwise, if greater than 60%, then 100%.

C. Percentage of Title IV aid earned = 36.8%

Step 3: Amount of Title IV Aid Earned by the Student

- D. 36.8% (% from item C) X \$1,562.50 (total from item B) = \$575.00.

D. Amount of Title IV aid earned by the student = \$575.00

Step 4: Total Title IV Aid to be Disbursed or Returned

- E. Because the total aid earned (item D) is less than the total aid disbursed (item A), Jessica is not due a post-withdrawal disbursement. Go to F.

E. Post-withdrawal disbursement = \$0

Note: When a post-withdrawal disbursement is due the student, the next step is to complete the Post-Withdrawal Disbursement Tracking Sheet.

- F. \$1,562.50 (item A) - \$575.00 (item D) = \$987.50.

F. Title IV aid to be returned = \$ 987.50

Step 5: Amount of Unearned Title IV Aid Due from the School

- G. Institutional charges for the payment period or period of enrollment:

Tuition and Fees	\$ 1,500.00
Other	\$ 150.00

G. Total Institutional Charges = \$ 1,650.00

H. Percentage of Title IV aid unearned (100% - Box C) = 100% - 36.8% = 63.2%

H. Title IV aid unearned = 63.2%

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

I. \$1,650.00 X 63.2% = \$1042.80

J. Enter the lesser of (Box F - \$987.50) or (Box I - \$1042.80) = \$987.50.

\$987.50 < \$993.75

J. = \$987.50

Step 6: Return of Funds by the School

Federal Pell Grant	\$987.50
--------------------	----------

Step 7: Initial Amount of Unearned Title IV Aid Due from the Student

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

K. (Box J) \$987.50 - (Box F) \$987.50 = \$0

Step 8: Return of Funds by the Student

Since the amount in Box K = \$ 0, the student is not required to return funds.

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Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name Jessica Rabbitt Social Security Number 111-00-1234

Date Form Completed / / Date of the institution's determination that the student withdrew / /

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	<u> </u>	<u> </u>	5. Pell Grant	<u>1,562.50</u>	<u> </u>
2. Subsidized FFEL/Direct Stafford Loan	<u> </u>	<u> </u>	6. FSEOG	<u> </u>	<u> </u>
3. Perkins Loan	<u> </u>	<u> </u>	7. Other Title IV programs*	<u> </u>	<u> </u>
4. FFEL/Direct PLUS	<u> </u>	<u> </u>	*Do not include FWS.		

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ 1,562.50

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ 1,562.50

STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

• Withdrawal date 10 / 12 / 01 Payment period/period of enrollment start date 09 / 04 / 01 end date 12 / 18 / 01

• Percentage of payment period or period of enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on approved leaves of absence).

$$\frac{39}{106} = 36.8\%$$

completed days total days

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

C 36.8 %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)

$$\frac{36.8\%}{\text{Box C}} \times \frac{1562.50}{\text{Box B}} = \frac{575.00}{\text{Box D}}$$

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\frac{575}{\text{Box D}} - \frac{1562.50}{\text{Box A}} = \frac{0}{\text{Box E}}$$

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\frac{1562.50}{\text{Box A}} - \frac{575.00}{\text{Box D}} = \frac{987.50}{\text{Box F}}$$

12/29/99

Student's Name Jessica Rabbitt Social Security Number 111-00-1234

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees 1500.00 Board _____ Other _____
 Room _____ Other 150.00 Other _____

Total Institutional Charges **G** \$ 1650.00

H. Percentage of Title IV aid unearned (100% - Box C)

H 63.2 %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

1650.00 x 63.2 % = 1042.80
 Box G Box H **I** \$

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$ 987.50

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____	5. Pell Grant	<u>987.50</u>
2. Subsidized FFEL/Direct Stafford Loan	_____	6. FSEOG	_____
3. Perkins Loan	_____	7. Other Title IV programs	_____
4. FFEL/Direct PLUS	_____		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

987.50 - 987.50 = 0
 Box F Box J **K** \$

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return		Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____	5. Pell Grant	_____	x 50%=	_____
2. Subsidized FFEL/Direct Stafford Loan*	_____	6. FSEOG	_____	x 50%=	_____
3. Perkins Loan*	_____	7. Other Title IV programs	_____		
4. FFEL/Direct PLUS*	_____	(x 50% for grant funds)			

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99

Case Study 2 : Daisie Duck, Uninspired Business Student

Get Smart Business College (GSBC)

School Information:

- ◆ Proprietary, residential, clock hour school
- ◆ Academic Year/Program: 900 clock hours/30 weeks
- ◆ Period: 450 clock hours/15 weeks
- ◆ Period Start Date: May 1
- ◆ Period End Date: August 15
- ◆ Required to Take Attendance: Yes
- ◆ Method for Matching FSEOG: Fund Specific
- ◆ School Authorized to Credit Account for Other Charges: Yes (all charges)
- ◆ Text Books: Campus or local book store

Get Smart Business College Daisie Duck

Student Account

Student Number – 111-00-1235

Date	Item	Amount	Balance
5/01/01	Tuition and Fees (FT)	\$ 2,150.00	\$ 2,150.00
5/01/01	Room and Board	\$ 1,500.00	\$ 3,650.00
5/01/01	Books and Supplies	\$ 300.00	\$ 3,952.00
5/01/01	Federal Pell Grant	\$ (200.00)	\$ 3,750.00
5/01/01	FSEOG	\$ (200.00)	\$ 3,550.00
5/01/01	State Grant (no LEAP funds)	\$ (500.00)	\$ 3,050.00
5/01/01	Outside Scholarship	\$(1,000.00)	\$ 2,050.00
5/01/01	Payment	\$ (777.00)	\$ 1,273.00

Get Smart Business College (GSBC)
Financial Aid Office
Financial Aid Award Letter

Daisie Duck
1235 Animal Lane
Swan Pond, MD 12125

April 20, 2001
SSN: 111-00-1235

You have been awarded the following financial aid package for 2001-2002 to attend Get Smart Business College. Accept or decline each award listed by indicating with an (X). Sign and date one copy of this letter and return it to the Financial Aid Office by May 5, 2001.

Award	Amount	1 st Disb.	2 nd Disb.	Accept	Decline
Federal Pell Grant	\$ 400.00	\$ 200.00	\$ 200.00	()	()
FSEOG	\$ 400.00	\$ 200.00	\$ 200.00	()	()
Subsidized Stafford	\$2,625.00	\$1,312.50	\$1,312.50	()	()
State Grant	\$1,000.00	\$ 500.00	\$ 500.00	()	()
Outside Scholarship	\$2,000.00	\$1,000.00	\$1,000.00	()	()

Total Estimated Award \$6,425.00

Signature

Date

Case Study 2: *Daisie Duck*

On the first day of classes Daisie received the first disbursements to her student account. She was awarded a Federal Subsidized Stafford Loan (net disbursement of \$1,273 for the first payment period), which has not been disbursed yet because the funds have not yet arrived. She purchased her books (not required) at the Get Smart Business College (GSBC) bookstore on May 1 and began attending classes the same day.

On June 19, Daisie came by your office to inform you that what she really wants to do with her life is to be a beautician. She says her mother wanted her to attend GSBC and although she has attended most of her classes, she has failed many of the quizzes and exams. She has already begun the withdrawal process by picking up the form, and she is withdrawing today and moving out of her dorm room. According to the withdrawal form, which has been signed by her advisor and verified with the attendance records, Daisie has completed 275 clock hours out of a scheduled 300 clock hours and her last date of attendance was June 18.

Now you need to perform a return of Title IV funds calculation and determine what to do with the Federal Subsidized Stafford Loan funds scheduled to arrive by EFT later in the week. Use the worksheets which begin on the next page.

May 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2001						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Treatment of Title IV Funds When a Student Withdraws from A Clock Hour Program

Student's Name _____ Social Security Number _____

Date Form Completed ____/____/____ Date of the institution's determination that the student withdrew ____/____/____

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed	Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
3. Perkins Loan	_____	_____	_____	_____
4. FFEL/Direct PLUS	_____	_____	_____	_____
5. Pell Grant	_____	_____	_____	_____
6. FSEOG	_____	_____	_____	_____
7. Other Title IV programs*	_____	_____	_____	_____

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ _____

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ _____

STEP 2: Percentage of Title IV Aid Earned

C. • Withdrawal date ____/____/____

- Percentage of payment period or period of enrollment completed

Calculation 1 - Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment $\frac{\text{completed hours}}{\text{total hours}} = \text{_____ \%}$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 - Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew. $\frac{\text{completed hours}}{\text{scheduled to complete}} = \text{_____ \%}$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

*Excused absences do NOT count as completed hours. $\frac{\text{scheduled to complete}}{\text{total hours}} = \text{_____ \%}$ **C** _____ %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) $\frac{\text{Box C}}{\text{Box B}} = \text{_____ \%}$ **D** \$ _____

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

12/29/99

Student's Name _____ **Social Security Number** _____

STEP 4: Total Title IV Aid to be Disbursed or Returned: Continued

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

	-		=	
--	---	--	---	--

$$\boxed{}_{\text{Box D}} - \boxed{}_{\text{Box A}} = \text{E } \$ \boxed{}.$$

F. Title IV aid to be returned. Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\boxed{}_{\text{Box A}} - \boxed{}_{\text{Box D}} = \text{F} \$ \boxed{}.$$

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees	_____	Board	_____	Other	_____
Room	_____	Other	_____	Other	_____

Total Institutional Charges **G** \$.

H. Percentage of Title IV aid unearned (100% - Box C)

H . %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H). X % =

$$\boxed{} \times \boxed{\%} = \textbf{I} \$\boxed{}.$$

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$.

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan _____		5. Pell Grant _____	
2. Subsidized FFEL/Direct Stafford Loan _____		6. FSEOG _____	
3. Perkins Loan _____		7. Other Title IV programs _____	
4. FFEL/Direct PLUS _____			

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F). $\boxed{} - \boxed{} =$

$$\boxed{}_{\text{Box F}} - \boxed{}_{\text{Box J}} = \text{K \$ } \boxed{} \text{ . } \boxed{}$$

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return	Initial Amount to Return	Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____		
2. Subsidized FFEL/Direct Stafford Loan*	_____		
3. Perkins Loan*	_____		
4. FFEL/Direct PLUS*	_____		
		5. Pell Grant _____ x 50%= _____	
		6. FSEOG _____ x 50%= _____	
		7. Other Title IV programs _____	
		(x 50% for grant funds)	

⁹⁸Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

Post-Withdrawal Disbursement Tracking Sheet

Student's Name _____ Social Security Number _____

Amount of Post-Withdrawal Disbursement

A. Amount from Box E of "Treatment of Title IV Funds When a Student Withdraws" Worksheet

A \$ _____.

Post-Withdrawal Disbursement Credited to Student's Account

B. Total outstanding charges on student's account

B \$ _____.

C. Total amount of post-withdrawal disbursement credited to student's account

- Amount of post-withdrawal disbursement credited for tuition, fees, room and board (if student contracts with the institution) \$ _____
- Amount of post-withdrawal disbursement credited for other current charges + \$ _____
- Amount of post-withdrawal disbursement credited for minor prior year charges + \$ _____

Total Amount Credited to Account C \$ _____.

D. Student and/or parent authorization to credit account for other current charges or minor prior year charges (if necessary) obtained on ____/____/____

E. If a post-withdrawal disbursement of loan funds is credited to account, date of notification to student and/or parent ____/____/____

Post-Withdrawal Disbursement Offered to Student/Parent

F. Total amount of post-withdrawal disbursement (Box A) – amount of post-withdrawal disbursement credited to student's account (Box C) = Total amount to offer to student/parent

F \$ _____.

G. Notification sent to student and/or parent on ____/____/____

H. ☐ Response received from student/parent on ____/____/____☐ Response not received

I. Amount accepted

I \$ _____.

J. Accepted funds sent on ____/____/____

Post-Withdrawal Disbursement Made From

Pell Grant	_____	Subsidized FFEL/Direct Stafford Loan	_____
FSEOG	_____	Unsubsidized FFEL/Direct Stafford Loan	_____
Other Title IV programs (grants)	_____	Perkins Loan	_____
		FFEL/Direct PLUS	_____
		Other Title IV programs (loans)	_____

12/29/99

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Analysis of Case Study 2: Daisy Duck

First you want to decide on the date of the school's determination that Daisy withdrew. Next complete Step 1 of the calculation.

Date of the institution's determination that the student withdrew = June 19.

Step 1: Student's Title IV Aid Information

- A. Because the state grant consists of no LEAP funds, it is not included in the calculation. However, aid consisting in any part of identified Title IV funds (for example, LEAP) is included in the calculation. 100% of the FSEOG funds are used, since GSBC uses the fund-specific method of matching.

Pell Grant \$200.00

FSEOG \$ 200.00

A. Title IV aid disbursed = \$400.00

- B. Her Federal Subsidized Stafford Loan (\$1,273.00) was not disbursed.

B. Total Title IV aid disbursed plus aid that could have been disbursed = \$1,673.00

Step 2: Percentage of Title IV Aid Earned

- ◆ Total number of clock hours in the period = 450
- ◆ Number of clock hours Daisy completed = 275
- ◆ Number of clock hours Daisy was scheduled to complete = 300
- ◆ Withdrawal date = June 19.

June 18 is Daisy's last date of attendance taken from attendance records.

Percentage of payment period completed:

Calculation 1: Determine percentage of clock hours completed in the period. Divide the number of clock hours completed by the number of clock hours in the period.

$275 / 450 = 61.11$, or 61.1%. Since this percentage is greater than 60%, enter 100% in box C and proceed to Step 3.

C. Percentage of Title IV aid earned = 100%

Step 3: Amount of Title IV Aid Earned by Student

- D. (Percentage of Title IV aid earned from item C) 100% X (total Title IV aid disbursed plus Title IV aid that could have been disbursed from item B) \$1,673.00 = \$1,673.00.

D. Amount of Title IV aid earned by student = \$1,673.00

Step 4: Total Title IV Aid to be Disbursed or Returned

- E. Because the total Title IV aid earned (item D) \$1,673.00 is greater than the aid disbursed (item A) \$400.00, a post-withdrawal disbursement is due. Subtract the total Title IV aid disbursed from the amount earned (item D). $\$1,673.00 \text{ (item D)} - \$400.00 \text{ (item A)} = \$1,273.00$. This is the amount of the post-withdrawal disbursement due to Daisy. The next step is to complete the Post-Withdrawal Disbursement Tracking Sheet.

E. Post-withdrawal disbursement = \$1,273.00
--

Stop Here.



Treatment of Title IV Funds When a Student Withdraws from A Clock Hour Program

Student's Name Daisie Duck Social Security Number 111-00-1235

Date Form Completed / / Date of the institution's determination that the student withdrew / /

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan			5. Pell Grant	200.00	
2. Subsidized FFEL/Direct Stafford Loan		\$1,273.00	6. FSEOG	200.00	
3. Perkins Loan			7. Other Title IV programs*		
4. FFEL/Direct PLUS					

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ 400.00

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ 1,673.00

STEP 2: Percentage of Title IV Aid Earned

C. • Withdrawal date 06 / 19 / 02

- Percentage of payment period or period of enrollment completed

Calculation 1 - Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment $\frac{275}{450} = 61.1\%$

completed hours total hours

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 - Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew. $\frac{\quad}{\quad} = \quad\%$

completed hours scheduled to complete

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

*Excused absences do NOT count as completed hours. $\frac{\quad}{\quad} = \quad\%$ **C** 100 %

scheduled to complete total hours

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) $\frac{100}{\text{Box C}} \times \frac{1,673.00}{\text{Box B}} =$ **D** \$ 1,673.00

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

12/29/99

Student's Name Daisie Duck Social Security Number 111-00-1235

STEP 4: Total Title IV Aid to be Disbursed or Returned: Continued

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\boxed{1,673.00} - \boxed{400.00} = \boxed{1,273.00}$$

Box D Box A **E** \$

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period (Box A). This is the amount of Title IV aid that must be returned.

STOP – Go to Post-Withdrawal Tracking Worksheet.

$$\boxed{} - \boxed{} = \boxed{}$$

Box A Box D **F** \$

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees _____ Board _____ Other _____
Room _____ Other _____ Other _____

Total Institutional Charges **G** \$

H. Percentage of Title IV aid unearned (100% - Box C)

H %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

$$\boxed{} \times \boxed{} \% = \boxed{}$$

Box G Box H **I** \$

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan _____		5. Pell Grant _____	
2. Subsidized FFEL/Direct Stafford Loan _____		6. FSEOG _____	
3. Perkins Loan _____		7. Other Title IV programs _____	
4. FFEL/Direct PLUS _____			

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

$$\boxed{} - \boxed{} = \boxed{}$$

Box F Box J **K** \$

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return	Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan* _____		5. Pell Grant _____	x 50% =	_____
2. Subsidized FFEL/Direct Stafford Loan* _____		6. FSEOG _____	x 50% =	_____
3. Perkins Loan* _____		7. Other Title IV programs _____		
4. FFEL/Direct PLUS* _____		(x 50% for grant funds)		

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99

Post-Withdrawal Disbursement Tracking Sheet

Student's Name Daisie Duck **Social Security Number** 111-00-1235

Amount of Post-Withdrawal Disbursement

A. Amount from Box E of "Treatment of Title IV Funds When a Student Withdraws" Worksheet **A** \$ 1,273.00

Post-Withdrawal Disbursement Credited to Student's Account

B. Total outstanding charges on student's account **B** \$ 1,273.00

C. Total amount of post-withdrawal disbursement credited to student's account

- Amount of post-withdrawal disbursement credited for tuition, fees, room and board (if student contracts with the institution) \$ 1,273.00
- Amount of post-withdrawal disbursement credited for other current charges + \$ 0
- Amount of post-withdrawal disbursement credited for minor prior year charges + \$ 0

Total Amount Credited to Account **C** \$ 1,273.00

D. Student and/or parent authorization to credit account for other current charges or minor prior year charges (if necessary) obtained on / /

E. If a post-withdrawal disbursement of loan funds is credited to account, date of notification to student and/or parent 07/ 01/ 01

Post-Withdrawal Disbursement Offered to Student/Parent

F. Total amount of post-withdrawal disbursement (Box A) – amount of post-withdrawal disbursement credited to student's account (Box C) = Total amount to offer to student/parent **F** \$ 0 .

G. Notification sent to student and/or parent on 07/ 16/ 01

H. ☐ Response received from student/parent on / /

☐ Response not received

I. Amount accepted **I** \$ 0 .

J. Accepted funds sent on / /

Post-Withdrawal Disbursement Made From

Pell Grant	<u> </u>	Subsidized FFEL/Direct Stafford Loan	<u>\$1,273.00</u>
FSEOG	<u> </u>	Unsubsidized FFEL/Direct Stafford Loan	<u> </u>
Other Title IV programs (grants)	<u> </u>	Perkins Loan	<u> </u>
		FFEL/Direct PLUS	<u> </u>
		Other Title IV programs (loans)	<u> </u>

12/29/99

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Case Study 3: Chesler Cheetah, Missing in Action

Skills Technical School (STS)

School Information:

- ◆ Proprietary, clock-hour school
- ◆ Academic Year/Program: 900 clock hours/30 weeks
- ◆ Period: 450 clock hours/15 weeks
- ◆ Period Start Date: January 15
- ◆ Period End Date: April 27
- ◆ School authorized to credit account for other charges: Yes
- ◆ Required to take Attendance: Yes
- ◆ Text Books: Available only at STS book store

Skills Technical School Chesler Cheetah

Student Account

Student Number – 111-00-1236

Date	Item	Amount	Balance
1/10/01	Tuition and Fees (FT)	\$ 5,600.00	\$ 5,600.00
1/10/01	Books and Supplies	\$ 300.00	\$ 5,900.00
1/10/01	Federal Pell Grant	\$ (200.00)	\$ 5,700.00
1/10/01	Subsidized Stafford Loan	\$ (1,273.00)	\$ 4,427.00
1/10/01	Perkins Loan	\$ (2,000.00)	\$ 2,427.00
1/10/01	State Grant (0% LEAP funds)	\$ (600.00)	\$ 1,827.00
1/10/01	Payment	\$ (827.00)	\$ 1,000.00

Skills Technical School (STS)
Financial Aid Office
Financial Aid Award Letter

Chesler Cheetah
1235 Vine Blvd
Jungle, FL 12126

December 19, 2001
SSN: 111-00-1236

You have been awarded the following financial aid package for 2001-2002 to attend Skills Technical School. Accept or decline each award listed by indicating with an (X). Sign and date one copy of this letter and return it to the Financial Aid Office by January 5, 2001.

Award	Amount	1 st Disb.	2 nd Disb.	Accept	Decline
Federal Pell Grant	\$ 400.00	\$ 200.00	\$ 200.00	()	()
Federal Perkins Loan	\$4,000.00	\$2,000.00	\$2,000.00	()	()
Subsidized Stafford	\$2,625.00	\$1,312.50	\$1,312.50	()	()
State Grant	\$1,200.00	\$ 600.00	\$ 600.00	()	()
STS Scholarship	\$2,000.00	\$1,000.00	\$1,000.00	()	()
Total Estimated Award	\$10,225.00				

Signature

Date

Case Study 3: Chesler Cheetah

Chesler Cheetah enrolled at STS for a spring period consisting of 450 clock hours over 15 weeks.

Chesler's student account was credited with the Federal Pell Grant and Stafford and Perkins Loan disbursements for the period. However, the disbursement of a \$1,000 STS scholarship was placed on hold until Chesler turns in a copy of the thank-you letter he was asked to write to the donor of his scholarship. Chesler did not live on campus but was charged \$300.00 for books. Due to the technical nature of the textbooks, Chesler must purchase his books from Skills Technical School's campus store.

Everything seemed to be going well for Chesler—until spring break. Chesler didn't return to Skills Technical School, and he didn't let anyone know that he was dropping out and enlisting in the Army. It wasn't until you called him on March 15—to give him a last chance to turn in the thank-you letter still needed—that you found out he hadn't returned after Spring break (March 2-4).

Upon checking with the director of the program, you verified that Chesler had completed 210 of the 250 clock hours scheduled for completion on the last day he attended prior to Spring break and his last date of attendance was March 1.

Note: Skills Technical School is required to take attendance. Chesler withdrew without providing official notification.

January 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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Treatment of Title IV Funds When a Student Withdraws from A Clock Hour Program

Student's Name _____ Social Security Number _____

Date Form Completed ____/____/____ Date of the institution's determination that the student withdrew ____/____/____

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed	Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
3. Perkins Loan	_____	_____	_____	_____
4. FFEL/Direct PLUS	_____	_____	_____	_____
5. Pell Grant			_____	_____
6. FSEOG			_____	_____
7. Other Title IV programs*			_____	_____

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment A \$ _____

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment B \$ _____

STEP 2: Percentage of Title IV Aid Earned

C. • Withdrawal date ____/____/____

- Percentage of payment period or period of enrollment completed

Calculation 1 - Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment $\frac{\text{completed hours}}{\text{total hours}} = \text{_____ \%}$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 - Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew. $\frac{\text{completed hours}}{\text{scheduled to complete}} = \text{_____ \%}$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

*Excused absences do NOT count as completed hours. $\frac{\text{scheduled to complete}}{\text{total hours}} = \text{_____ \%}$ C _____ %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) $\frac{\text{Box C}}{\text{Box B}} = \text{_____ \%}$ D \$ _____

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

12/29/99

STEP 4: Total Title IV Aid to be Disbursed or Returned: Continued

$$\boxed{} - \boxed{} = \text{E } \$ \boxed{}.$$

$$\boxed{}_{\text{Box A}} - \boxed{}_{\text{Box D}} = \text{F} \$ \boxed{} \boxed{} \boxed{}.$$

G. Institutional charges for the payment period or period of enrollment

Total Institutional Charges **G** \$ **1,000,000**.

H _____ . %

$$\boxed{} \times \boxed{\%} = \textbf{I \$ } \boxed{} .$$

U.S. \$ _____.

Amount for
School to
ReturnAmount for
School to
Return

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

$$\boxed{}_{\text{Box F}} - \boxed{}_{\text{Box J}} = \text{K \$ } \boxed{}.$$

Amount for Student to Return

Initial Amount
to Return

Amount for Student to Return

12/29/99

Analysis of Case Study 3: Chesler Cheetah

March 15 is the date you called Chesler about the thank-you letter, and he told you he wasn't coming back.

Date of the institution's determination that the student withdrew = March 15.

Step 1: Student's Title IV Aid Information

- A. Subsidized Loan \$1,273.00
- Perkins Loan \$ 2,000.00
- Federal Pell Grant \$200.00
- State Grant \$600.00

A. Title IV aid disbursed = \$ 4,073.00

- B. Note: All Title IV aid was disbursed.

B. Total Title IV aid disbursed plus Title IV aid that could have been disbursed = \$4,073.00

Step 2: Percentage of Title IV aid earned

- ◆ The total number of clock hours in the period = 450
- ◆ The number of clock hours Chesler completed = 210
- ◆ The number of clock hours Chesler was scheduled to complete = 250
- ◆ Withdrawal date = March 1
March 1 is Chesler's last date of attendance taken from attendance records.
- ◆ Percentage of payment period completed:

Calculation 1: Determine percentage of clock hours completed in the period. Divide the number of clock hours completed by the number of clock hours in the period.
 $210 / 450 = .4666$, rounded to .467, or 46.7%. Since this percentage is less than (or equal to) 60%, proceed to Calculation 2.

Clock hours completed = 46.7%

Calculation 2: Determine the ratio of clock hours completed to clock hours scheduled to be completed by dividing the number of clock hours completed by the number of clock hours scheduled to be completed. $210 / 250 = .84$ or 84.0%. Since this percentage is greater than 70%, calculate the percentage completed using scheduled clock hours (rather than completed clock hours).

Determine percentage of payment period completed. $250 \text{ hours} / 450 \text{ hours} = .5555$, rounded to .556, or 55.6%.

Percentage of payment period completed = 55.6%

C. Percentage of Title IV aid earned = 55.6%.

C. Percentage of Title IV aid earned = 55.6%

Step 3: Amount of Title IV Aid Earned by Student

D. 55.6% (% of Title IV aid earned from item C) X \$4,073.00 (total Title IV aid disbursed and that could have been disbursed from item B) = \$2,264.588, rounded to \$2,264.59.

D. Amount of Title IV aid earned by student = \$ 2,264.59

Step 4: Total Title IV Aid to be Disbursed or Returned

E. Because the total Title IV aid earned (item D) is less than the aid disbursed (item A), no post-withdrawal disbursement is due, and we proceed to Item F.

E. Post-withdrawal disbursement = \$ 0

F. Because the total Title IV aid disbursed (item A) is greater than the aid earned (item D), Title IV aid will need to be returned. $\$4,073.00 \text{ (item A)} - \$2,264.59 \text{ (item D)} = \$1,808.41$.

F. Title IV aid to be returned = \$1,808.41

Step 5: Amount of Unearned Title IV Aid Due from the School

G. Tuition and Fees \$ 5,600.00
Books and Supplies \$ 300.00

G. Institutional charges for the payment period or period of enrollment = \$5,900.00

Note: The charge for books and supplies is considered an institutional charge since they must be purchased from Skills Technical School's bookstore.

H. Subtract percentage of Title IV aid earned (item C) from 100% ($100\% - 55.6\% = 44.4\%$).

H. Percentage of Title IV aid unearned = 44.4%

- I. Multiply the institutional charges for the payment period or period of enrollment (Box G) by the percentage of unearned Title IV aid (Box H)

I. Amount of unearned institutional charges = \$2,619.60

- J. Then, compare the amount of Title IV aid to be returned (item F) to unearned institutional charges (item I) and enter the lesser amount for item J.

Item F = \$1,808.41

Item I = \$2,619.60

J. Amount of unearned Title IV aid due from the school = \$1,808.41.

Step 6: Return of Funds by the School

Subsidized Stafford Loan \$1,273.00

Federal Perkins Loan \$535.41

Step 7: Initial Amount of Unearned Title IV aid due from Student

- K. Subtract the amount of Title IV aid that the school must return from the total amount of Title IV aid that is to be returned.

K. \$1,808.41 (item F) – \$1,808.41 (item J) = \$0

Step 8: Return of Funds by the Student

N/A

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Treatment of Title IV Funds When a Student Withdraws from A Clock Hour Program

Student's Name Chesler Cheetah Social Security Number 111-00-1236

Date Form Completed / / Date of the institution's determination that the student withdrew 03 / 15 / 02

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan			5. Pell Grant	\$200.00	
2. Subsidized FFEL/Direct Stafford Loan	\$1,273.00		6. FSEOG		
3. Perkins Loan	\$2,000.00		7. Other Title IV programs*	\$600.00	
4. FFEL/Direct PLUS					

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ 4,073.00

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ 4,073.00

STEP 2: Percentage of Title IV Aid Earned

C. • Withdrawal date 03 / 01 / 02

- Percentage of payment period or period of enrollment completed

Calculation 1 - Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment $\frac{210}{450} = 46.7\%$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 - Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew. $\frac{210}{250} = 84.0\%$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

*Excused absences do NOT count as completed hours. $\frac{250}{450} = 55.6\%$ **C** 55.6 %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) $\frac{55.6\%}{\text{Box C}} \times \frac{4073.00}{\text{Box B}} = \text{D} \$ 2264.59$

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

12/29/99

Student's Name Chesler Cheetah Social Security Number 111-00-1236

STEP 4: Total Title IV Aid to be Disbursed or Returned: Continued

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\boxed{} - \boxed{} = \boxed{} \quad \text{Box D} \quad \text{Box A} \quad \text{E} \quad \$ \quad \boxed{0}$$

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\boxed{4073.00} - \boxed{2264.59} = \boxed{} \quad \text{Box A} \quad \text{Box D} \quad \text{F} \quad \$ \quad \boxed{1,808.41}$$

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees \$5,600 Board Other Books & Supplies - \$300
Room Other Other

Total Institutional Charges **G** \$ 5,900.00

H. Percentage of Title IV aid unearned (100% - Box C)

H 44.4%

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

$$\boxed{5,900.00} \times \boxed{44.4\%} = \boxed{} \quad \text{Box G} \quad \text{Box H} \quad \text{I} \quad \$ \quad \boxed{2,619.00}$$

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$ 1,808.41

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	<u> </u>	5. Pell Grant	<u> </u>
2. Subsidized FFEL/Direct Stafford Loan	<u>\$1,273.00</u>	6. FSEOG	<u> </u>
3. Perkins Loan	<u>\$ 535.41</u>	7. Other Title IV programs	<u> </u>
4. FFEL/Direct PLUS	<u> </u>		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

$$\boxed{1808.41} - \boxed{1808.41} = \boxed{} \quad \text{Box F} \quad \text{Box J} \quad \text{K} \quad \$ \quad \boxed{0}$$

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return		Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	<u> </u>	5. Pell Grant	<u> </u>	x 50% =	<u> </u>
2. Subsidized FFEL/Direct Stafford Loan*	<u> </u>	6. FSEOG	<u> </u>	x 50% =	<u> </u>
3. Perkins Loan*	<u> </u>	7. Other Title IV programs	<u> </u>		
4. FFEL/Direct PLUS*	<u> </u>	(x 50% for grant funds)			

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99

Case Study 4: Michael Mongoose, Aspiring Chemist

Hard Knocks University (HKU)

School Information:

- ◆ 4 year, public, residential credit-hour institution
- ◆ Academic Year/Program: 2 Semesters/30 weeks
- ◆ Period: 15 weeks/111 calendar days
- ◆ Period Start Date: January 10
- ◆ Period End Date: April 30
- ◆ 5 Consecutive Day Break: No
- ◆ Taking Attendance Required: Yes
- ◆ Health Insurance Fee: Required, in effect for entire period, even if student withdraws
- ◆ School Authorized to Credit Account for Other Charges: Yes (all charges)
- ◆ Method for Matching FSEOG: Fund-Specific

Hard Knocks University Michael Mongoose

Student Account Student Number – 111-00-1237

Date	Item	Amount	Balance
1/10/02	Tuition and Fees (FT)	\$12,000.00	\$12,000.00
1/10/02	Room and Board	\$ 4,000.00	\$16,000.00
1/10/02	Health Insurance	\$ 300.00	\$16,300.00
1/10/02	Federal Pell Grant	\$ (1,875.00)	\$14,425.00
1/10/02	Direct Subsidized Loan	\$ (1,273.00)	\$13,152.00
1/10/02	HKU Scholarship	\$ (5,500.00)	\$ 7,652.00
1/10/02	State Grant (No LEAP funds)	\$ (1,500.00)	\$ 6,152.00
1/10/02	FSEOG	\$ (900.00)	\$ 5,252.00
1/10/02	Payment	\$ (2,500.00)	\$ 2,752.00

Hard Knocks University (HKU)
Financial Aid Office
Financial Aid Award Letter

Michael Mongoose
1236 Outback Ave
Wilderness, VA 12127

May 15, 2001
SSN: 111-00-1237

You have been awarded the following financial aid package for the 2001-02 academic year to attend Hard Knocks University. Accept or decline each award listed below by indicating with an (X). Sign and date one copy of this letter and return it to the Financial Aid Office by June 1, 2001.

Award	Amount	1 st Disb.	2 nd Disb	Accept	Decline
Federal Pell Grant	\$ 3,750.00	1,875.00	1,875.00	()	()
FSEOG	\$ 1,800.00	900.00	900.00	()	()
Federal Work Study	\$ 1,000.00	500.00	500.00	()	()
Subsidized Stafford (DL)	\$ 2,625.00	1,312.50	1,312.50	()	()
HRU Scholarship	\$11,000.00	5,500.00	5,500.00	()	()
State Grant (No LEAP)	\$ 3,000.00	1,500.00	1,500.00	()	()
Total Estimated Award	\$23,175.00				

Signature

Date

Case Study 4: Michael Mongoose

Michael Mongoose is a first-year student at HKU majoring in chemistry. Michael is living on campus and spends his free time at his FWS job in the Chemistry Department.

Michael is not required to purchase his books and supplies from HKU. On February 10 (32 calendar days), you were advised by the head of the Chemistry Department that Michael was hospitalized after inhaling noxious gases in the lab (an experiment gone awry). Michael has decided to withdraw and spend some time reconsidering his choice of major. The University has decided to retroactively withdraw Michael and cancel 100 percent of his tuition and fees. His room and board charge remains at 100 percent. Upon checking with his instructors, you determined that his last date of class attendance was February 8 (30 calendar days).

Prior to this incident, Michael's student account had been credited for the term with the first disbursement of his Federal Pell Grant, Direct Subsidized Loan, FSEOG, State grant, and HKU scholarship. In addition, he had earned \$200.00 in FWS.

January 2002						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2002						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2002						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2002						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name _____ Social Security Number _____
 Date Form Completed ____/____/____ Date of the institution's determination that the student withdrew ____/____/____
 Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed	Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	_____	_____	_____
3. Perkins Loan	_____	_____	_____	_____
4. FFEL/Direct PLUS	_____	_____	_____	_____
5. Pell Grant	_____	_____	_____	_____
6. FSEOG	_____	_____	_____	_____
7. Other Title IV programs*	_____	_____	_____	_____

*Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ _____.

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ _____.

STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

• Withdrawal date ____/____/____ Payment period/period of enrollment start date ____/____/____ end date ____/____/____

• Percentage of payment period or period of enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on approved leaves of absence).

$$\frac{\text{completed days}}{\text{total days}} = \text{_____ \%}$$

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

C _____ %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)

$$\frac{\text{Box C}}{\text{Box B}} \times \text{Box B} = \text{_____}$$

D \$ _____.

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\text{Box D} - \text{Box A} = \text{_____}$$

E \$ _____.

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\text{Box A} - \text{Box D} = \text{_____}$$

F \$ _____.

12/29/99

Student's Name _____ Social Security Number _____

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees _____ Board _____ Other _____
 Room _____ Other _____ Other _____

Total Institutional Charges **G** \$ _____ .

H. Percentage of Title IV aid unearned (100% - Box C) **H** _____ . %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

_____ x _____ % = _____
 Box G Box H **I** \$ _____ .

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount. **J** \$ _____ .

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____	5. Pell Grant	_____
2. Subsidized FFEL/Direct Stafford Loan	_____	6. FSEOG	_____
3. Perkins Loan	_____	7. Other Title IV programs	_____
4. FFEL/Direct PLUS	_____		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

_____ - _____ = _____
 Box F Box J **K** \$ _____ .

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return		Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____	5. Pell Grant	_____	x 50%=	_____
2. Subsidized FFEL/Direct Stafford Loan*	_____	6. FSEOG	_____	x 50%=	_____
3. Perkins Loan*	_____	7. Other Title IV programs	_____		
4. FFEL/Direct PLUS*	_____	(x 50% for grant funds)			

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99

Post-Withdrawal Disbursement Tracking Sheet

Student's Name _____ Social Security Number _____

Amount of Post-Withdrawal Disbursement

A. Amount from Box E of "Treatment of Title IV Funds When a Student Withdraws" Worksheet

A \$ _____.

Post-Withdrawal Disbursement Credited to Student's Account

B. Total outstanding charges on student's account

B \$ _____.

C. Total amount of post-withdrawal disbursement credited to student's account

- Amount of post-withdrawal disbursement credited for tuition, fees, room and board (if student contracts with the institution) \$ _____
- Amount of post-withdrawal disbursement credited for other current charges + \$ _____
- Amount of post-withdrawal disbursement credited for minor prior year charges + \$ _____

Total Amount Credited to Account C \$ _____.

D. Student and/or parent authorization to credit account for other current charges or minor prior year charges (if necessary) obtained on ____/____/____

E. If a post-withdrawal disbursement of loan funds is credited to account, date of notification to student and/or parent ____/____/____

Post-Withdrawal Disbursement Offered to Student/Parent

F. Total amount of post-withdrawal disbursement (Box A) – amount of post-withdrawal disbursement credited to student's account (Box C) = Total amount to offer to student/parent

F \$ _____.

G. Notification sent to student and/or parent on ____/____/____

H. ☐ Response received from student/parent on ____/____/____

☐ Response not received

I. Amount accepted

I \$ _____.

J. Accepted funds sent on ____/____/____

Post-Withdrawal Disbursement Made From

Pell Grant	_____	Subsidized FFEL/Direct Stafford Loan	_____
FSEOG	_____	Unsubsidized FFEL/Direct Stafford Loan	_____
Other Title IV programs (grants)	_____	Perkins Loan	_____
		FFEL/Direct PLUS	_____
		Other Title IV programs (loans)	_____

12/29/99

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Analysis of Case Study 4: Michael Mongoose

February 10 is the date you were notified that Michael was withdrawing.

Date of the school's determination that the student withdrew = February 10.

Step 1: Student's Title IV Aid Information

- A. Remember, although disbursed, the FWS earnings (\$200.00) are never included in the calculation.

FSEOG \$900.00

Federal Pell Grant \$1,875.00

Direct Subsidized Loan \$ 1,273.00

A. Title IV aid disbursed = \$4,048.00

- B. Total Title IV aid disbursed plus Title IV aid that could have been disbursed = \$4,048.00

B. Total Title IV aid disbursed plus Title IV aid that could have been disbursed = \$4,048.00

Step 2: Percentage of Title IV Aid Earned

- ◆ Withdrawal date = February 8
- ◆ Payment period start date = January 10
- ◆ Payment period end date = April 30
- ◆ Date of institution's determination that Michael withdrew = February 10
- ◆ Percentage of payment period completed:

Number of calendar days completed in payment period = 30 calendar days

Number of calendar days in payment period = 111 calendar days

30 days / 111 days = .2702, rounded to .27, or 27%.

Percentage of payment period completed = 27%

- C. Item C up to and including 60%; otherwise, if greater than 60%, then 100%.

C. Percentage of Title IV aid earned = 27%

Step 3: Amount of Title IV Aid Earned by Student

- D. 27% (Percentage of Title IV aid earned from item C) X \$4,048.00 (total Title IV aid disbursed plus Title IV aid that could have been disbursed from item B) = \$1,092.96.

D. Amount of Title IV aid earned by student = \$1,092.96

Step 4: Total Title IV Aid to be Disbursed or Returned

E. Because the total Title IV aid earned (item D) is less than the aid disbursed (item A), no post-withdrawal disbursement is due, so we proceed to Item F.

E. Post-withdrawal disbursement = \$ 0

F. The total Title IV aid disbursed (item A) is greater than the aid earned (item D), Title IV aid will need to be returned. \$4,048.00 (item A) - \$1,092.96 (item D) = \$2,955.04.

F. Total Title IV aid to be returned = \$2,955.04

Step 5: Amount of Unearned Title IV Aid Due from the School

G. Because health insurance is not required of all students, it is not considered an institutional charge. Even though the institution refunded 100% of Michael's Tuition and Fees they still need to be include in the calculation.

Tuition and Fees	\$12,000.00
Room and Board	\$ 4,000.00

G. Institutional charges for the payment period = \$16,000.00

H. Subtract % Title IV aid earned (item C) from 100% (100% - 27% = 73%).

H. Percentage of Title IV aid unearned = 73%

I. First, calculate the amount of unearned institutional charges. \$16,000.00 (institutional charges from item G) X 73% (%Title IV aid unearned from item H) = \$11,680.00.

I. Amount of unearned institutional charges =\$11,680.00

J. Then, compare the amount of Title IV aid to be returned (item F) to unearned institutional charges (item I) and enter the lesser amount for item J.

Item F = \$ 2,955.04
Item I = \$ 11,680.00

J. Amount of unearned Title IV aid due from the school = \$2,955.04

Step 6: Return of Funds the School

The total Title IV aid returned does not exceed the amount of the Direct Subsidized Loan received. FWS earnings are not included in the calculation.

Direct Subsidized Loan \$1,273.00

Federal Pell Grant \$1,682.04

Step 7: Initial Amount of Unearned Title IV aid due from Student

K. Subtract the amount of Title IV aid that the school must return from the total amount of Title IV aid that is to be returned. \$2,955.04 (item F) – \$2,955.04 (item J) = \$ 0.

K. Initial amount of unearned Title IV aid due from student = \$ 0

Step 8: Return of Funds by the Student

\$0.

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Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name Michael Mongoose Social Security Number 111-00-1237

Date Form Completed / / Date of the institution's determination that the student withdrew 03/15/02

Period used for calculation (check one) ☐ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan			5. Pell Grant	<u>1,875.00</u>	
2. Subsidized FFEL/Direct Stafford Loan	<u>1,273.00</u>		6. FSEOG	<u>900.00</u>	
3. Perkins Loan			7. Other Title IV programs*		
4. FFEL/Direct PLUS			*Do not include FWS.		

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ 4,048.00

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ 4,048.00

STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

• Withdrawal date 02/08/02 Payment period/period of enrollment start date 01/10/02 end date 04/30/02

• Percentage of payment period or period of enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on approved leaves of absence).

$$\frac{\text{completed days } 30}{\text{total days } 111} = 27.0\%$$

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

C 27.0 %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)

$$\frac{27}{100} \times 4048.00 = 1,092.96$$

D \$ 1,092.96

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$1092.96 - 4048.00 = -2955.04$$

E \$ 0

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$4048.00 - 1092.96 = 2955.04$$

F \$ 2,955.04

12/29/99

Student's Name Michael Mongoose Social Security Number 111-00-1237

STEP 5: Amount of Unearned Title IV Aid Due from the SCHOOL

G. Institutional charges for the payment period or period of enrollment

Tuition and Fees 12,000.00 Board _____ Other _____
 Room 4,000.00 Other _____

Total Institutional Charges **G** \$ 16,000.00

H. Percentage of Title IV aid unearned (100% - Box C)

H 73.0 %

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).

16,000 x 73 % = **I** \$ 11,680.00
 Box G Box H

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount.

J \$ 2,955.04

STEP 6: Return of Funds by the SCHOOL

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____	5. Pell Grant	<u>1,682.04</u>
2. Subsidized FFEL/Direct Stafford Loan	<u>1,273.00</u>	6. FSEOG	_____
3. Perkins Loan	_____	7. Other Title IV programs	_____
4. FFEL/Direct PLUS	_____		

STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

2955.04 - 2955.04 = **K** \$ 0 .
 Box F Box J

STEP 8: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student to Return		Initial Amount to Return		Amount for Student to Return
1. Unsubsidized FFEL/Direct Stafford Loan*	_____	5. Pell Grant	_____	x 50%=	_____
2. Subsidized FFEL/Direct Stafford Loan*	_____	6. FSEOG	_____	x 50%=	_____
3. Perkins Loan*	_____	7. Other Title IV programs	_____		
4. FFEL/Direct PLUS*	_____	(x 50% for grant funds)			

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.

12/29/99